

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: February 15, 2006

Division: Engineering

Bulk Item: Yes X No     

Department: Engineering

Staff Contact Person: David S. Koppel, P.E.

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**AGENDA ITEM WORDING:** Receipt of monthly report on Change Orders reviewed by the County Administrator.

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**ITEM BACKGROUND:** There were three change orders approved by the County Administrator for the period beginning December 15, 2005, and ending January 30, 2006.

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**PREVIOUS RELEVANT BOCC ACTION:** On September 9, 1998, Ordinance No. 026-1998 was adopted in order to provide that the County Administrator may approve separate, non-cumulative change orders for construction projects and professional service contracts in amounts not to exceed \$25,000.00 or 5% of the original contract price, whichever is greater. The BOCC requested a monthly report of all change orders considered by the County Administrator.

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**CONTRACT/AGREEMENT CHANGES:** N/A

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**STAFF RECOMMENDATIONS:** N/A

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**TOTAL COST:** N/A

**BUDGETED:** Yes N/A No     

**COST TO COUNTY:** N/A

**REVENUE PRODUCING:** Yes      No X **AMOUNT PER MONTH**      **Year**     

**APPROVED BY:** County Atty      OMB/Purchasing      Risk Management     

**DIVISION DIRECTOR APPROVAL:**

  
David S. Koppel, P.E.

**DOCUMENTATION:** Included X Not Required     

**DISPOSITION:**     

**AGENDA ITEM #**

## CHANGE ORDERS

### CONSIDERED BY THE COUNTY ADMINISTRATOR FOR THE PERIOD 12/15/05 –1/30/06

PROJECT	CO#	AMOUNT	- DESCRIPTION	DATE CONSIDERED	CAUSE
Duck Key Drainage Improvements	1	\$(11,999.25)	Drainage improvements and extension of time due to delays resulting from Hurricane Wilma	01/24/06	* Owner requested.
Freeman Justice Center	7	(12,626.85)	Revise Change Orders #5 and #6 to reduce contractors profit from 10% to 5%, apply profit to amount prior to sales tax, and eliminate compounding profit percentages.	01/29/06	* Recalculation of prior change orders
Freeman Justice Center	8	28,899.41	Active sanitary sewer lines were thought to be abandoned. Costs incurred for relocating sewer line and pumping manhole.	01/29/06	* Unforeseen Condition

**Total    \$4,273.31**

\* Approved by County Administrator

# MEMORANDUM

TO: Board of County Commissioners

From: Debbie Frederick  
Deputy County Administrator

Date: January 20, 2006

RE: Change Orders

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Attached is a proposed change order for the Duck Key Drainage Improvements (Change Order #1 is for -\$11,999.25 and contract date extension due to delays resulting from Hurricane Wilma)

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator intends to approve this change order on <sup>Tue.</sup> Monday, January 23<sup>24</sup>, 2006.



Debbie Frederick  
Deputy County Administrator

# MONROE COUNTY ENGINEERING DIVISION CONTRACT CHANGE ORDER

PROJECT TITLE: Duck Key Drainage Improvements  
CHANGE ORDER NO: 1

Total Previous Change Orders	\$ 0.00
Current Change Order	(\$ 11,999.25)
Original Contract Amount	\$ 97,254.00
Revised Contract Amount	\$ 85,254.75
Change in contract time	<u>36 Days</u>
Revised date of Substantial Completion	<u>12-9-05</u>


Detailed description of change order and justification:

**Contract Date extension required due to delays resulting from Hurricane Wilma flooding project site for an extended period of time. Contractor unable to work due to these conditions.**

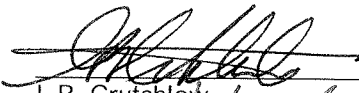
Description	Quantity	Unit Price	Total
Delete CB3	1	\$6,000/ea	(\$6000.00)
Delete CB Removal	1	\$2,050/ea	(2,050.00)
Delete 30' -12" at 65	30ft	\$65/ft	(2,000.00)
Delete Swale #1	216 cf	\$5.50/cf	(1,188.00)
Delete Saw Cutting	5sy	\$50/sy	(250.00)
Delete Lime Rock Base	5sy	\$50/sy	(250.00)
Delete Asphalt Surface Course	5sy	\$100/sy	(500.00)
Delete Grass	825sqft	\$1.25/sqft	(1,031.25)
Add 12 CMP at 65	8ft	\$65/ft	520.00
Add 12 CMP 90		\$350/ea	750.00

Total Credit (\$11,999.25)


CONTRACTOR:

1-18-05  
B & L Beneway, Inc. Date


CONSTRUCTION ENGINEER:

1/18/06  
I. B. Crutchlow Date

COUNTY ENGINEER:

1-19-06  
David S. Koppel, P.E. Date

COUNTY ADMINISTRATOR:

1/24/06  
Thomas J. Willi Date

## Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes ☒ No ☐

If Yes, explanation: 1. Final Quantities measured in the field for completion of project.

- Change Order was included in the original specifications. Yes ☐ No ☒

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes ☐ No ☒

If Yes, explanation as to why it is not subject for a calling for bids:

- Project architect approves the change order. Yes ☐ No ☒

If no, explanation of why: N/A

- Change Order is correcting an error or omission in design document. Yes ☐ No ☒

Should a claim under the applicable professional liability policy be made? Yes ☐ No ☒

Explain:

HP Fax Series 900  
Plain Paper Fax/Copier

Fax History Report for  
Thomas I Willi Co Admin  
305-292-4544  
Jan 23 2006 7:42am

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Last Fax

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Identification</u>	<u>Duration</u>	<u>Pages</u>	<u>Result</u>
Jan 23	7:35am	Sent	SPEHAR	0:57	3	OK
Jan 23	7:36am	Sent	NEUGENT	1:36	3	OK
Jan 23	7:38am	Sent	McCOY	0:56	3	OK
Jan 23	7:40am	Sent	NELSON	1:12	3	OK
Jan 23	7:41am	Sent	RICE	0:57	3	OK

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Result:

OK - black and white fax

# MONROE COUNTY FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

PROJECT TITLE: Freeman Justice Center

CHANGE ORDER NO: 7

Total Previous Change Orders	<u>\$ 118,056.90</u>
Current Change Order	<u>&lt;\$12,626.85&gt;</u>
% of Original Contract Amount	<u>N/A</u>
% of Contract after Prior C/O's	<u>N/A</u>
Original Contract Amount	<u>\$13,804,000.00</u>
Revised Contract Amount	<u>\$13,909,430.05</u>
Change in contract time	<u>N/A</u>
Revised date of Substantial Completion	<u>N/A</u>

Detailed description of change order and justification:

After discussions with the County Clerk's office and the Contractor, the following changes are proposed:

- Reduce contractor's profit from 10% to 5% as indicated in change order #5, and apply to amount prior to sales tax. See Attached (\$4,230.82)
- Reduce subcontractor and contractor's profit as indicated in change order #6 to eliminate compounding profit percentages. See Attached (\$8,396.03)

The amount for Change Order #7 is a credit of \$12,626.85.

ARCHITECT:

N/A

CONTRACTOR:  
The Tower Group

[Signature]

Date

1/24/06  
Date

DIR. OF FACILITIES DEVELOPMENT  
Larry S. Chalmers, AIA

[Signature]

Date

1-24-06  
Date

COUNTY ENGINEER:  
David S. Koppel, PE

[Signature]

Date

1/29/06  
Date

COUNTY ADMINISTRATOR  
Thomas J. Willi

# MONROE COUNTY FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

## Change Order #7 Tabulation

Change Order #7 reflects negotiated adjustments to Change Orders #5 and #6.

### **Change Order #5 (Original):**

Subcontractors Cost	\$61,990.00
Tax (7.5%)	<u>4,649.25</u>
	\$66,639.25
Profit (10%)	6,663.93
Bond (1%)	<u>666.39</u>
Total	\$73,969.57

### **Change Order #5 (Recalculation):**

Subcontractors cost	\$61,990.00
Profit (5%)	3,099.50
Tax (7.5%)	<u>4,649.25</u>
Total	<u>\$69,738.75</u>

**Adjustment** **(\$4,230.82)**



# MONROE COUNTY FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

## Change Order #7 Tabulation

### **Change Order #6 (Original):**

SPI Subcontractor's Cost	\$18,287.08
SPI Overhead/Profit (10%)	1,828.71
E.G. Braswell Subcontractor's Cost	<u>4,000.00</u>
	\$24,115.79
Braswell's Overhead/Profit (15%)	<u>3,617.37</u>
	\$27,733.16
The Tower Group's Extended Overhead	<u>25,520.04</u>
	\$53,253.20
The Tower Group's Fee (5%)	2,662.66
Bond (1%)	<u>523.53</u>
	\$56,439.39
Builders Risk Insurance (2.3%)	<u>1,298.11</u>
Total	\$57,737.50

### **Change Order #6 (Recalculation):**

SPI Subcontractor's Cost	\$18,287.08
E.G. Braswell Subcontractor's Cost	4,000.00
Braswell's Overhead/profit (10%)	400.00
The Tower Group's Extended Overhead	25,520.04
The Tower Group's Fee (5% excludes overhead)	<u>1,134.35</u>
Total	<u>\$49,341.37</u>

**Adjustment** **(\$8,396.03)**

## Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes ☒ No ☐

If Yes, explanation: *The Change order is derived from the need to adjust previous change orders #5 and #6 in order to make them consistent with the Tower Group (G.C.) contract.*

- Change Order was included in the original specifications. Yes ☐ No ☒

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes ☐ No ☒

If Yes, explanation as to why it is not subject for a calling for bids:

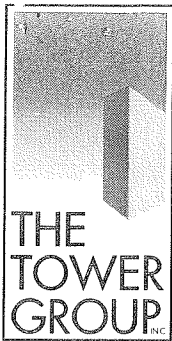
- Project architect approves the change order. Yes ☐ No ☒

If no, explanation of why: *This Change Order is not related to design, but due to mathematical corrections to previous Change Orders #5 and #6. Gonzalez Architects, the Architect assigned to this project at that time, did not approve Change Order #5 or #6.*

- Change Order is correcting an error or omission in design document. Yes ☐ No ☒

Should a claim under the applicable professional liability policy be made? Yes ☐ No ☒

Explain:



General  
Contractors

Construction  
Management

Construction

Design-Build

Planning

Site Development

Infrastructure

Consulting

Estimating

Scheduling

Value Engineering

Post Construction

CGCA38309

RECEIVED

JAN 24 2006

Per 

January 24, 2006

0417-01519

Fax: (305) 295-4321

Attn: Clark Briggs  
Project Manager  
Monroe County Facilities Development  
1100 Simonton Street  
Key West, FL 33040

Re: Freeman Justice Center (FJC)  
Subject: Change Order #7

Dear Mr. Briggs:

Please find enclosed revised Contract Change Order #7, signed by The Tower Group. This Change Order reduces the values of Contract Change Order #5 and Contract Change Order #6 by \$4,230.82 and \$8,396.03, respectively, to address comments by the Monroe County Clerk of Courts. Only the language of Change Order #7 is revised from that previously signed and sent to Monroe County on January 11, 2006 under cover of TTG Letter #0417-01465.

As previously stated, TTG is entitled to additional Contract Time and associated costs for the changes addressed in Contract Change Order #5 and Contract Change Order #6. The Tower Group yet reserves our right to this compensation, pending resolution of their impact to the critical path of the project.

Thank you for your attention to this matter.

Sincerely,



John S. Chandler  
Project Manager

Encl. Change Order #7 (4 pages)

cc: TTG/MO, FF (MCCM, CO)

# MEMORANDUM

TO: Board of County Commissioners

From: Debbie L. Frederick  
Deputy County Administrator

Date: January 25, 2006

RE: Change Orders

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Attached is a proposed change order for The Tower Group, for the Freeman Justice Center . (Change Order #7 is for a credit of \$12,626.85 reducing the values of Contract Change Order #5 and Contract Change Order #6 by \$4,230.82 and \$8,396.03.)

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator intends to approve this change order on Thursday, January 26, 2006.



Debbie Frederick  
Deputy County Administrator

HP Fax Series 900  
Plain Paper Fax/Copier

Fax History Report for  
Thomas J Willi Co Admin  
305-292-4544  
Jan 25 2006 4:40pm

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Last Fax

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Identification</u>	<u>Duration</u>	<u>Pages</u>	<u>Result</u>
Jan 25	4:27pm	Sent	SPEHAR	1:46	6	OK
Jan 25	4:29pm	Sent	NEUGENT	3:01	6	OK
Jan 25	4:33pm	Sent	McCOY	1:45	6	OK
Jan 25	4:35pm	Sent	NELSON	2:08	6	OK
Jan 25	4:38pm	Sent	RICE	1:46	6	OK

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Result:

OK - black and white fax

# MONROE COUNTY FACILITIES DEVELOPMENT CONTRACT CHANGE ORDER

PROJECT TITLE: Freeman Justice Center  
CHANGE ORDER NO: 8

Total Previous Change Orders	\$ <u>105,430.05</u>
Current Change Order	\$ <u>28,899.41</u>
% of Original Contract Amount	<u>.21%</u>
% of Contract after Prior C/O's	<u>.21%</u>
Original Contract Amount	\$ <u>13,804,000.00</u>
Revised Contract Amount	\$ <u>13,938,329.46</u>
Change in contract time	<u>N/A</u>
Revised date of Substantial Completion	<u>N/A</u>

Detailed description of change order and justification:

There were unforeseen conditions on site when an existing sanitary sewer near the foundation for the Freeman Justice Center was thought to be abandoned, and was rather an active service for the County Courthouse, and the Jefferson B. Brown Courthouse Annex. The following costs were incurred:

<u>Charley Toppino &amp; Sons, Inc.</u>	<u>\$22,288.25</u>
<u>EG Braswell (Clear area for Toppino)</u>	<u>2,320.00</u>
<u>Waste Mgmt (Pumping manhole, 37 days)</u>	<u>2,775.00</u>
<u>Angel Rodriguez (plug sanitary outlet)</u>	<u>140.00</u>
<u>5% Management Fee</u>	<u>1,376.16</u>
<u>Total</u>	<u>\$28,899.41</u>

The sanitary sewer line and connection were omitted from the original Architectural drawings.

ARCHITECT:

N/A

CONTRACTOR:  
The Tower Group

H. Halmin VP

Date

1/16/06

Date

DIR OF FACILITIES DEVELOPMENT  
Larry S. Chalmers, AIA

Larry S. Chalmers

1-12-06

Date

COUNTY ENGINEER:  
David S. Koppel, PE

D. S. Koppel

1-19-06

Date

COUNTY ADMINISTRATOR  
Tom Willi

D. S. Koppel

1/29/06

Date

## Change Order Attachment per Ordinance No. 004-1999

- Change Order was not included in the original contract specifications. Yes ☒ No ☐

If Yes, explanation: *Unforeseen conditions. The sewer line from the manhole to Fleming Street was not indicated on the Freeman Justice Building's original Architectural drawings.*

- Change Order was included in the original specifications. Yes ☐ No ☒

If Yes, explanation of increase in price:

- Change Order exceeds \$25,000 or 5% of contract price (whichever is greater). Yes ☐ No ☒

If Yes, explanation as to why it is not subject for a calling for bids:

- Project architect approves the change order. Yes ☐ No ☒

If no, explanation of why: *Current Architect was not under contract at time this work was performed.*

- Change Order is correcting an error or omission in design document. Yes ☒ No ☐

Should a claim under the applicable professional liability policy be made? Yes ☒ No ☐

Explain:



0417-00463

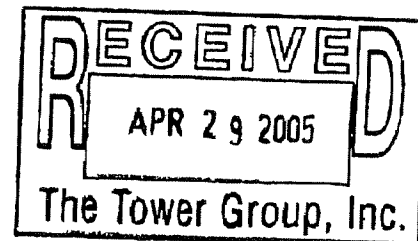
**BOARD OF COUNTY COMMISSIONERS**

Mayor Dixie M. Spehar, District 1  
Mayor Pro Tem Charles "Sonny" McCoy, District 3  
George Neugent, District 2  
David P. Rice, District 4  
Murray E. Nelson, District 5

April 29, 2005

The Tower Group  
405 SW 148<sup>th</sup> Avenue, Suite 1  
Davie, FL 33325

RE: Freeman Justice Center  
Sewer Directive



Dear Greg:

The purpose of this letter is to provide formal notification of the Construction Change Directive issued during a previous weekly meeting, which addressed the failed sewer line and manhole, located on the North side of the Project. I am aware that this condition has required The Tower Group to make arrangements for the daily pumping out the manhole.

I apologize for not having a Change Order to you by now; however, several issues including the most recent one dealing with security have delayed making a final decision. I hope that this situation will be brought to a close next week. During this interim period, the County continues to ask you to maintain control of the maintenance of that system. We expect to be billed on a time, materials and expense basis for your services.

Again, I thank you for your patience and support in dealing with this situation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Larry S. Chalmers'.

Larry S. Chalmers, AIA  
Director of Planning & Construction

LSC/cai

cc: Gonzalez Architects



# h Tower Group, Inc.

302 Fleming St.  
(Jobsite Trailer)  
Key West, FL 33040

Phone: (305) 296-2521  
Fax: (305) 296-2587

TRANSMITTAL

No. 00935

**PROJECT:** Freeman Justice Center (FJC)

**DATE:** 11/18/2005

**TO:** Currie, Sowards, Aguila Architects  
134 N.E. 1st Avenue

**REF:** Change Order Request #5  
Sanitary Sewer  
Relocation

Delray Beach, Fl. 33444

**ATTN:** Hank Goldman

WE ARE SENDING:	SUBMITTED FOR:	ACTION TAKEN:
<input type="checkbox"/> Shop Drawings	<input checked="" type="checkbox"/> Approval	<input type="checkbox"/> Approved as Submitted
<input type="checkbox"/> Letter	<input type="checkbox"/> Your Use	<input type="checkbox"/> Approved as Noted
<input type="checkbox"/> Prints	<input type="checkbox"/> As Requested	<input type="checkbox"/> Returned After Loan
<input type="checkbox"/> Change Order	<input type="checkbox"/> Review and Comment	<input type="checkbox"/> Resubmit
<input type="checkbox"/> Plans		<input type="checkbox"/> Submit
<input type="checkbox"/> Samples	<b>SENT VIA:</b>	<input type="checkbox"/> Returned
<input type="checkbox"/> Specifications	<input checked="" type="checkbox"/> Attached	<input type="checkbox"/> Returned for Corrections
<input checked="" type="checkbox"/> Other: Change Order Request	<input type="checkbox"/> Separate Cover Via:	<input type="checkbox"/> Due Date:

ITEM NO.	COPIES	DATE	ITEM	NUMBER	REV. NO.	DESCRIPTION	STATUS
1	1	11/17/2005	COR	00005		Change Order Request No. 00005 - Sanitary Sewer Relocation (17 pages)	NEW

Remarks:


MONROE COUNTY  
CONSTRUCTION MANAGEMENT

NOV 17 2005

TIME  
RECEIVED BY

Handwritten signature and initials over a grid of boxes.

CC: TTG/MO (COR-5), FF (COR-5)  
MCCM/A.French

Signed:   
John S. Chandler

# The Tower Group, Inc.

302 Fleming St.  
(Jobsite Trailer)  
Key West, FL 33040

Phone: (305) 296-2521  
Fax: (305) 296-2587

## CHANGE ORDER REQUEST No. 00005

**TITLE:** Sanitary Sewer Relocation

**DATE:** 12/29/2005

**PROJECT:** Freeman Justice Center (FJC)

**JOB:** 0417

**TO:** Attn: Alan French  
Monroe County Construction Mgmt  
1100 Simonton Street  
Key West, FL 33040  
Phone: (305) 292-4528 Fax: (305) 295-4321

**CONTRACT NO:** 1

**RE:** PCO

**To:** TTG

**From:** TOPPINOS

**Number:** CT002

### DESCRIPTION OF PROPOSAL

Change Order Request (COR) #5 intends to provide means of payment to The Tower Group (TTG) for the extra work to mitigate and resolve the conflict with an existing sanitary sewer and the foundation for the Freeman Justice Center (FJC). This circumstance is an unforeseen condition.

This issue was originally identified November 8, 2004 when Monroe County representatives confirmed that the sanitary sewer line in conflict with the FJC foundation was the active service for the existing Monroe County Courthouse and Annex, rather than an abandoned service as originally stated. At Monroe County Construction Management (MCCM) direction, TTG contracted Waste Management to pump out the manhole each weekday to maintain sanitary services for the existing courthouse facilities.

On January 26, 2005, Gonzalez Architects (GA) provided Revision 3 to Contract Dwg. C-1, revised "to address the new sanitary sewer service." This modification however, posed a conflict with the underground segments of the FJC chilled water piping, and compounded the efforts to reconcile incompatible design grades shown on the Contract Drawings outside the northeast corner of the FJC.

On July 12, 2005, TTG submitted COR #6 to secure compensation for the sanitary pumping costs to date, which MCCM approved via Contract Change Order #4. Lacking a definitive resolution from GA, on August 18, 2005 MCCM directed TTG to proceed with exploratory excavations and relocation of the sanitary sewer on a T&M basis. Charley Toppino & Sons (CTS) performed exploratory excavations, and relocated the sanitary sewer line, as shown on TTG August 29, 2005 Fax Memo (copy attached), based on unit prices in their August 29, 2005 proposal (copy attached).

The area in which the sanitary sewer relocation work was performed was, and continues to be, the staging area for pre-tying reinforcing steel for the beams and columns. As such, this COR includes the costs our shell subcontractor, E.G. Braswell, incurred to partially de-mobilize and re-mobilize this staging area to facilitate the work by CTS. In addition, this COR includes the costs for initially plugging the sanitary manhole to facilitate the daily pumping, inadvertently excluded from our COR #6, and the daily pumping costs from the end of the period addressed by our COR #6, July 12, 2005, to completion of the relocation work.

COR #5 excludes compensation for impacts to the Critical Path of the Work. TTG reserves our right to such compensation, which we will present in a separate COR.

Following is a breakdown of the costs of the components of the extra work. Please provide means of payment in the amount of \$28,899.41.

# The Tower Group, Inc.

302 Fleming St.  
(Jobsite Trailer)  
Key West, FL 33040

Phone: (305) 296-2521  
Fax: (305) 296-2587

## CHANGE ORDER REQUEST No. 00005

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Unit Price Work by Charley Toppino & Sons (TTG PCO #CT002)		1.000	LS	\$22,288.25	0.00%	\$0.00	\$22,288.25
00002	EG Braswell forces clear area for Toppino and restage area after Toppino finishes		1.000	LS	\$2,320.00	0.00%	\$0.00	\$2,320.00
00003	Waste Management fee for pumping out manhole Monday through Friday, from July 13, 2005 to September 3, 2005		37.000	days	\$75.00	0.00%	\$0.00	\$2,775.00
00004	Plug 6" sanitary outlet at the manhole (Angel Rodriguez Plumbing Invoice #544038 (copy attached))		1.000	LS	\$140.00	0.00%	\$0.00	\$140.00

Unit Cost: \$27,523.25


Unit Tax: \$0.00

Unit Total: \$27,523.25

Subtotal: \$27,523.25

Description	Markup Percent	Markup Amount
Managing the Work	5.000%	\$1,376.16

Total Cost: \$28,899.41

By:   
John S. Chandler

Date: 12/29/05

By: \_\_\_\_\_

Date: \_\_\_\_\_

PCO # CT002

(Re: Cor #5)

PAGE 3 of 17

## CHARLEY TOPPINO & SONS, INC.

P.O. BOX 787 KEY WEST, FLORIDA 33041 (305) 296-5606 FAX (305) 296-5189

The Tower Group, Inc.  
405 SW 148<sup>th</sup> Ave. Suite One  
Davie, Florida 33325  
ATTN: TIMOTHY

Fax: 296-2587  
FREEMAN JUSTICE CENTER  
Project # 0405

September 26, 2005

SUBJECT: CHANGE ORDER FOR SANITARY SEWER WORK

Dear Timothy;

The purpose of this letter is to submit a change order for work performed on the Sanitary Sewer line at the Freeman Justice Center in Key West. The following the costs incurred.

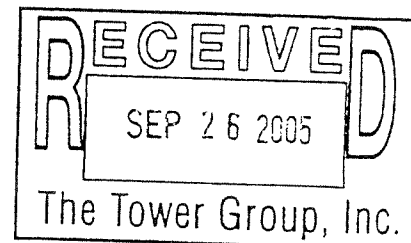
BACKHOE W/ OPERATOR:	\$75.00 / HR @ 2 HRS	\$ 150.00
LABORER:	\$25.00 / HR @ 2 HRS	\$ 50.00
4" PVC	\$44.00 / LF -----	
6" PVC	\$54.00 / LF @ 316 LF	\$17,064.00
WYE'S	\$95.00 / EA @ 5 EA	\$ 475.00
CLEANOUTS	\$570.00 / EA @ 5 EA	\$ 2,850.00
FITTINGS	\$250.00 / LS @ 1 LS	\$ 250.00
BEDDING MATERIAL/FILL	\$25.00 / TON @57.97	\$ 1,449.25
TOTAL:		<b>\$22,288.25</b>

TOTAL CHANGE ORDER AMOUNT: **\$22,288.25**

If you have any questions please advise.

Sincerely;  
CHARLEY TOPPINO & SONS, INC.

  
Ronald J. Armstrong  
Project Manager



*AN EQUAL OPPORTUNITY EMPLOYER*

CHARLEY TOPPINO & SONS, INC.  
DAILY INSPECTION REPORT

TTG COR #5

PAGE 4 of 17

JOB NAME & LOCATION: Freeman Justice Center  
PROJECT NUMBER: \_\_\_\_\_

DATE: 9/2/05

WEATHER: PRECEP: \_\_\_\_\_ TEMP: \_\_\_\_\_ WIND (mph) \_\_\_\_\_  
OTHER CONDITIONS: \_\_\_\_\_

EMPLOYEES: \_\_\_\_\_ HOURS: \_\_\_\_\_ SUBCONTRACTORS: \_\_\_\_\_ HOURS: \_\_\_\_\_

Clint 8  
German 8  
Jessie 8  
Robert 8

**WORK PERFORMED TODAY:**

Did layout and laid 70' of 6" sanitary sewer. Partial backfill and compaction

**TESTING/INSPECTIONS:**

TYPE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

RESULTS: \_\_\_\_\_

FAILED TESTS / INSPECTIONS: CAUSES: \_\_\_\_\_

REMEDIAL ACTIONS: \_\_\_\_\_

RETESTS: \_\_\_\_\_

*Work performed & noted  
Plans to correct  
the trench gap*

**SAFETY:**

Daily inspections:	Corrective Actions Needed/Taken:
<input type="radio"/> MOT	
<input type="radio"/> PEDESTRIAN SAFETY	<u>Closed site</u>
<input type="radio"/> EXCAVATIONS	
<input type="radio"/> SITE SECURITY	
<input type="radio"/> OTHER: _____	

INJURY (IES): YES ☐ NO ☒

COMMENTS: No Incidents

**CONSTRUCTION EQUIPMENT ON SITE:**

**MATERIALS ON SITE:**

TYPE:	HOURS:	TYPE:	AMOUNT:
<u>It 28</u>	<u>8</u>		
<u>Volvo</u>	<u>8</u>		
<u>lamper</u>	<u>5</u>		

## DAILY INSPECTION REPORT

JOB NAME & LOCATION: Freeman Justice Center

PAGE 5 of 17

PROJECT NUMBER: \_\_\_\_\_

DATE: 9/3/05

WEATHER: PRECEP: \_\_\_\_\_

TEMP: \_\_\_\_\_

WIND (mph) \_\_\_\_\_

OTHER CONDITIONS: \_\_\_\_\_

EMPLOYEES: \_\_\_\_\_

HOURS: \_\_\_\_\_

SUBCONTRACTORS: \_\_\_\_\_

HOURS: \_\_\_\_\_

Clint 8

German 8

Jessie 8

Nino 8

WORK PERFORMED TODAY: For Whole line

Laid total of 246' of 6" sanitary sewer. (That includes cleanout stacks).

Tied in to two existing lines and one existing cleanout.

Used 57.97 tons of #57 Rock to bed pipe.

Parts list all 6", 5 cleanout caps, 5 wye's, 10 22°s, 3 45°s,

1 coupler. Charge 2 hours Extra digging through old existing concrete footings. Also used two cleanout boxes. Must order

TESTING/INSPECTIONS:

TYPE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

RESULTS: \_\_\_\_\_

FAILED TESTS / INSPECTIONS: CAUSES: \_\_\_\_\_

REMEDIAL ACTIONS: \_\_\_\_\_

RETESTS: \_\_\_\_\_

WORK PERFORMED  
AS NOTEDT. CLARKE  
THE TOWER GROUPSAFETY:

Daily inspections:

Corrective Actions Needed/Taken:

☐ MOT☐ PEDESTRIAN SAFETY☐ EXCAVATIONS☐ SITE SECURITY☐ OTHER: \_\_\_\_\_INJURY (IES): YES ☐ NO ☒COMMENTS: No IncidentsCONSTRUCTION EQUIPMENT ON SITE:MATERIALS ON SITE:

TYPE:

HOURS:

Volvo 8

It28 8

Tamper 4

TYPE:

AMOUNT:

#57 Rock

57.97 Tons

Total

# CHARLEY TOPPINO & SONS, INC.

## DAILY INSPECTION REPORT

TTG COR #5

PAGE 6 OF 17

JOB NAME & LOCATION: Freeman Justice Center

PROJECT NUMBER: \_\_\_\_\_

DATE: 9/6/05

WEATHER: PRECEP: \_\_\_\_\_

TEMP: \_\_\_\_\_

WIND (mph) \_\_\_\_\_

OTHER CONDITIONS: \_\_\_\_\_

EMPLOYEES:

HOURS:

SUBCONTRACTORS:

HOURS:

Clint 5

German 5

Robert 5

Steve 5

### WORK PERFORMED TODAY:

Cleaned up site and finished backfill and compaction. Loaded out 2 scowl loads of concrete and 2 scowl loads of dirt spoils.

### TESTING/INSPECTIONS:

TYPE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

RESULTS: \_\_\_\_\_

FAILED TESTS / INSPECTIONS: CAUSES: \_\_\_\_\_

REMEDIAL ACTIONS: \_\_\_\_\_

RETESTS: \_\_\_\_\_

WORK PERFORMED  
AS NOTED  
T. CLARK  
THE TOWER GROUP

### SAFETY:

Daily inspections:

Corrective Actions Needed/Taken:

☐ MOT

☐ PEDESTRIAN SAFETY

☐ EXCAVATIONS

☐ SITE SECURITY

☐ OTHER: \_\_\_\_\_

INJURY (IES): YES ☐ NO ☒

COMMENTS: No Incidents

### CONSTRUCTION EQUIPMENT ON SITE:

### MATERIALS ON SITE:

TYPE:

HOURS:

TYPE:

AMOUNT:

Valve 5

LT28 5

Tamper 2

TTG Cor #5

PAGE 8 OF 17

9/2/05	74305	21.13 #57 b/s
9/2/05	74314	18.7 #57 b/s
9/2/05	74316	18.14 #57 b/s
		57.97



# CHARLEY TOPPINO & SONS, INC.

ROCKLAND KEY, KEY WEST, FLORIDA  
P.O. BOX 787 • KEY WEST, FL 33041 • (305) 296-5606  
AN EQUAL OPPORTUNITY EMPLOYER

TTG Cor #5  
PAGE 9 of 1

CASH ☐

CHARGE ☐

C.O.D. ☐

ITEM #  
DATE  
QUANTITY  
UNIT  
DESCRIPTION  
PRICE  
TOTAL  
TAX  
TOTAL

Sub-Total \$

Tax \$

Del. Chg. \$

Total \$

- |  |                                      |  |                                    |
|--|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> PEA ROCK      | <input type="checkbox"/> 1/2 ROCK    | <input type="checkbox"/> MIAMI #57         | <input type="checkbox"/> BOLDERS   |
| <input type="checkbox"/> MASON SAND    | <input type="checkbox"/> PIT ROCK    | <input type="checkbox"/> #57 RECYCLED ROCK | <input type="checkbox"/> MIAMI SCR |
| <input type="checkbox"/> BLENDED MATL  | <input type="checkbox"/> DOT CR ROCK | <input type="checkbox"/> LOCAL SCR         | <input type="checkbox"/> TOP SOIL  |
| <input type="checkbox"/> CONST. DEBRIS | <input type="checkbox"/> 4" LOCAL    | <input type="checkbox"/> LOCAL INGOT ROCK  | <input type="checkbox"/> OTHER     |

**We Do NOT ACCEPT Garbage, Contaminants, Toxic Waste, or Medical Waste**

Driver

Rec'd By

Customer or his agent hereby agree to accept full responsibility for any damages resulting from deliveries beyond curb line. All past due balances shall accrue interest at the rate of 18% per annum. If any past due account is placed with an attorney or collection agency, the customer shall be liable for all collection costs including reasonable attorney's fees for trial and appellate proceedings and/or a collection charge in an amount of not less than 15% of the past due balance.

74316

White/Invoice Green/Spare Copy Yellow/Bookkeeping Pink/Customer Copy Gold/Field Office

# CHARLEY TOPPINO & SONS, INC.

ROCKLAND KEY, KEY WEST, FLORIDA  
P.O. BOX 787 • KEY WEST, FL 33041 • (305) 296-5606  
AN EQUAL OPPORTUNITY EMPLOYER

CASH ☐

CHARGE ☐

C.O.D. ☐

TTG COR #5  
PAGE 10 of 17

ITEM NO. 1  
DESCRIPTION  
QUANTITY  
UNIT  
PRICE  
TOTAL

ITEM NO. 2  
DESCRIPTION  
QUANTITY  
UNIT  
PRICE  
TOTAL

ITEM NO. 3  
DESCRIPTION  
QUANTITY  
UNIT  
PRICE  
TOTAL

Subtotal \$

Tax \$

Del. Chg. \$

Total \$

- |  |                                      |  |                                    |
|--|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> PEA ROCK      | <input type="checkbox"/> 1/2 ROCK    | <input type="checkbox"/> MIAMI #57         | <input type="checkbox"/> BOLDERS   |
| <input type="checkbox"/> MASON SAND    | <input type="checkbox"/> PIT ROCK    | <input type="checkbox"/> #57 RECYCLED ROCK | <input type="checkbox"/> MIAMI SCR |
| <input type="checkbox"/> BLENDED MATL  | <input type="checkbox"/> DOT CR ROCK | <input type="checkbox"/> LOCAL SCR         | <input type="checkbox"/> TOP SOIL  |
| <input type="checkbox"/> CONST. DEBRIS | <input type="checkbox"/> #4 LOCAL    | <input type="checkbox"/> LOCAL INGT ROCK   | <input type="checkbox"/> OTHER     |

We Do NOT ACCEPT: Garbage, Contaminants, Toxic Waste, or Medical Waste.

Driver: W. J. KIMMEL Recd By: W. J. KIMMEL

Customer or his agent hereby agrees to accept full responsibility for any damages resulting from deliveries beyond curb line. All past due balances shall accrue interest at the rate of 18% per annum. If any past due account is collected with an attorney or collection agency, the customer shall be liable for all collection costs including reasonable attorney's fees for trial and appellate proceedings and a collection charge in an amount not less than 15% of the past due balance.

White/Invoice Green/Spare Copy Yellow/Bookkeeping Pink/Customer Copy Gold/Field Office

74305

# CHARLEY TOPPINO & SONS, INC.

ROCKLAND KEY, KEY WEST, FLORIDA  
P.O. BOX 787 • KEY WEST, FL 33041 • (305) 296-5606  
AN EQUAL OPPORTUNITY EMPLOYER

CASH ☐

CHARGE ☐

C.O.D. ☐

ITEM NO. 1  
DESCRIPTION  
QUANTITY  
UNIT  
PRICE  
TOTAL

ITEM NO. 2  
DESCRIPTION  
QUANTITY  
UNIT  
PRICE  
TOTAL

Subtotal \$

Tax \$

Del. Chg. \$

Total \$

- |  |                                      |  |                                    |
|--|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> PEA ROCK      | <input type="checkbox"/> 1/2 ROCK    | <input type="checkbox"/> MIAMI #57         | <input type="checkbox"/> BOLDERS   |
| <input type="checkbox"/> MASON SAND    | <input type="checkbox"/> PIT ROCK    | <input type="checkbox"/> #57 RECYCLED ROCK | <input type="checkbox"/> MIAMI SCR |
| <input type="checkbox"/> BLENDED MATL  | <input type="checkbox"/> DOT CR ROCK | <input type="checkbox"/> LOCAL SCR         | <input type="checkbox"/> TOP SOIL  |
| <input type="checkbox"/> CONST. DEBRIS | <input type="checkbox"/> #4 LOCAL    | <input type="checkbox"/> LOCAL INGT ROCK   | <input type="checkbox"/> OTHER     |

We Do NOT ACCEPT: Garbage, Contaminants, Toxic Waste, or Medical Waste.

Driver: W. J. KIMMEL Recd By: W. J. KIMMEL

Customer or his agent hereby agrees to accept full responsibility for any damages resulting from deliveries beyond curb line. All past due balances shall accrue interest at the rate of 18% per annum. If any past due account is collected with an attorney or collection agency, the customer shall be liable for all collection costs including reasonable attorney's fees for trial and appellate proceedings and a collection charge in an amount not less than 15% of the past due balance.

White/Invoice Green/Spare Copy Yellow/Bookkeeping Pink/Customer Copy Gold/Field Office

74314

E.G. BRASWELL CONSTRUCTION, INC.  
5640 LAUREL AVENUE  
KEY WEST, FLORIDA 33040  
(305) 296-0305

2635

CUSTOMER'S ORDER NO.		PHONE	MECHANIC	HELPER	DATE OF ORDER 8-23-05
BILL TO The Tower Group		STARTING DATE 8/23/05		ORDER TAKEN BY	
ADDRESS		CITY		DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME AND LOCATION Freeman Justice Center		JOB PHONE			
DESCRIPTION OF WORK:					

Forklift operator 95.00 plus labor 500.00 per hr 8 hrs \$1,450.00 per hr	
EQUIP + LABOR TO CLEAN WORK AREA FOR TOPPING TTH SANITARY LINE	
TOTAL MATERIALS	1160.00
TOTAL LABOR	
TAX	
TOTAL AMOUNT \$	
DATE COMPLETED 8/23/05	WORK ORDERED BY

Signature

☐ No one home ☐ Total amount due for above work: or ☐ Total billing to be mailed after completion of work

E.G. BRASWELL CONSTRUCTION, INC.  
5640 LAUREL AVENUE  
KEY WEST, FLORIDA 33040  
(305) 296-0305

2637

CUSTOMER'S ORDER NO.		PHONE	MECHANIC	HELPER	DATE OF ORDER 8-23-05
BILL TO The Tower Group		STARTING DATE 10/17/05		ORDER TAKEN BY	
ADDRESS		CITY		DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME AND LOCATION		JOB PHONE			
DESCRIPTION OF WORK:					

Forklift plus Operator 495.00 plus labor 50.00 per hr 3 hour 145 per hr	
RE-STAGE IMPERMEABLES + RE-MOBILIZE WORK AREA FOLLOWING TOPPING TTH SANITARY LINE INSTALLATION PER MCM	
TOTAL MATERIALS	1160.00
TOTAL LABOR	
TAX	
TOTAL AMOUNT \$	
DATE COMPLETED 10/17/05	WORK ORDERED BY

Signature

☐ No one home ☐ Total amount due for above work: or ☐ Total billing to be mailed after completion of work

116 COR #5  
PAGE 11  
of 17



0417-00702  
TTG COR #5  
PAGE 12 of 17

## FACSIMILE TRANSMITTAL SHEET

TO: Greg Galmin	FROM: Sam Prevratil
COMPANY:	DATE: 7/12/05
FAX NUMBER: 954.474.3111	TOTAL NO. OF PAGES INCLUDING COVER: 1
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
RE: Port-O-Let Pricing.	YOUR REFERENCE NUMBER:

☐ URGENT ☒ FOR REVIEW ☐ PLEASE COMMENT ☐ PLEASE REPLY ☐ PLEASE RECYCLE

NOTES/COMMENTS:

Greg,

This letter is to inform of the charges per day of our port-o-let cleaning services.

We currently charge \$75.00 per day of a port-o-let unit per week.

Thanks

Sam Prevratil  
305-296-8297  
786-402-1635 cell  
305-296-8175 fax

OF 17

0417

**a adams**  
5805

KEEP THIS SLIP FOR REFERENCE

TTG COR #5  
PAGE 15 OF 17

**CHARLEY TOPPINO & SONS, INC.**

P.O. BOX 787 KEY WEST, FLORIDA 33041 (305) 296-5805 FAX (305) 296-5189

The Tower Group, Inc.  
405 SW 148<sup>th</sup> Ave. Suite One  
Davie, Florida 33325  
ATTN: TIMOTHY .

Fax: 296-2587  
FREEMAN JUSTICE CENTER  
Project # 0405

August 29, 2005

SUBJECT: UNIT PRICES FOR SEWER LINE INSTALL

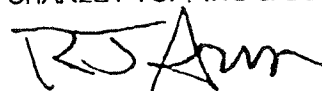
Dear Timothy,

The purpose of this letter is to quote a unit price for the installation of a Sanitary Sewer line at the Freeman Justice Center in Key West. The following is a list of the unit prices.

BACKHOE W/ OPERATOR:	\$75.00 / HR
LABORER:	\$25.00 / HR
4" PVC	\$44.00 / LF
6" PVC	\$54.00 / LF
WYE'S	\$95.00 / EA
CLEANOUTS	\$570.00 / EA
FITTINGS	\$250.00 / LS
BEDDING MATERIAL/FILL	\$25.00 / TON

If you have any questions please advise.

Sincerely,  
CHARLEY TOPPINO & SONS, INC.



Ronald J. Armstrong  
Project Manager

*AN EQUAL OPPORTUNITY EMPLOYER*



The Tower Group, Inc.  
405 SW 148<sup>th</sup> Avenue, Suite One  
Davie, Florida 33325  
Phone: 954-476-3200  
Fax: 954-474-3111

# Fax Memo

TTG COR #5  
PAGE 16 OF 17

**To:** Charley Toppino & Sons, Inc.

**From:** Tim Clarke

Attn: Leo Mondial

**Fax:** 305-296-5189

**Pages:** 2

**Phone:** 305-296-5606

**Date:** August 29, 2005

**Re:** Freeman Justice Center (FJC)

**CC:** Alan French - MCCM

0417 - 01060

File

☐ Urgent    ☐ For Review    ☐ Please Comment    ☐ Please Reply    ☐ Please Recycle

◆ **Comments:**

**Leo**

Further to your site visit today, please proceed with installation of new sanitary line as indicated on the attached sketch, to be connected to the existing sanitary lateral on Fleming St. This work will be performed on a Time and Material basis. As there is a high degree of urgency, please proceed as soon as possible.

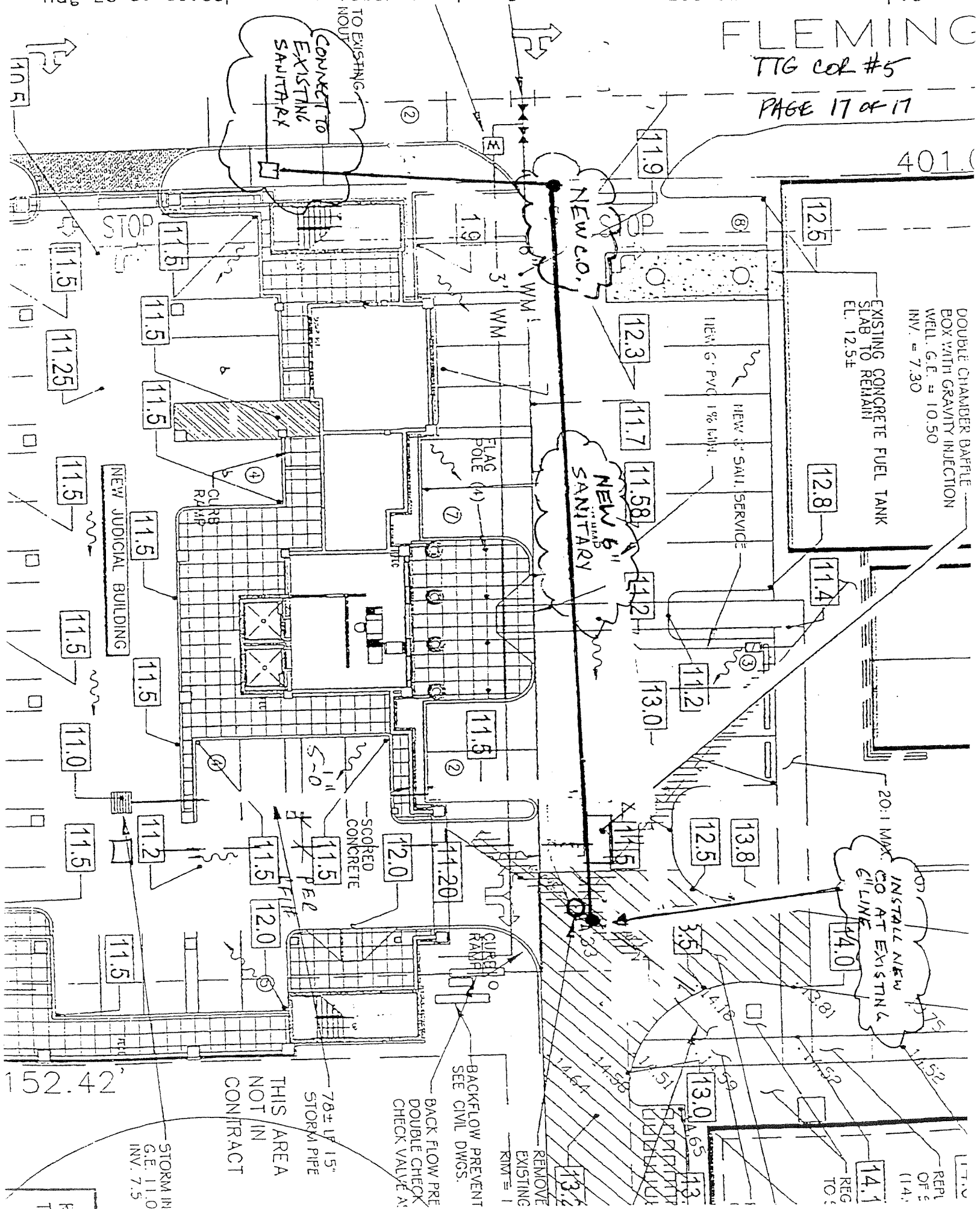
Tim Clarke



FLEMING

TTG col #5

PAGE 17 of 17





# MEMORANDUM

TO: Board of County Commissioners

From: Debbie L. Frederick  
Deputy County Administrator

Date: January 25, 2006

RE: Change Orders

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Attached is a proposed change order for The Tower Group, for the Freeman Justice Center . (Change Order #8 is for \$28, 899.41 for pumping and plugging an existing sanitary sewer.)

According to the ordinance adopted by the Board of County Commissioners, proposed change orders are to be presented to members of the Board of County Commissioners prior to approval, assuming they are within the Administrator's prescribed limits. Change orders not within the Administrator's authority are placed on the BOCC agenda.

The Administrator intends to approve this change order on <sup>Friday, January 27</sup> ~~Thursday, January 26,~~ 2006.



Debbie Frederick  
Deputy County Administrator

DLF:adc

HP Fax Series 900  
Plain Paper Fax/Copier

Fax History Report for  
Thomas J Willi Co Admin  
305-292-4544  
Jan 26 2006 8:47am

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Last Fax

<u>Date</u>	<u>Time</u>	<u>Type</u>	<u>Identification</u>	<u>Duration</u>	<u>Pages</u>	<u>Result</u>
Jan 26	8:37am	Sent	SPEHAR	1:21	4	OK
<del>Jan 26</del>	<del>8:39am</del>	<del>Sent</del>	<del>NEUGENT</del>	<del>2:18</del>	<del>4</del>	<del>OK</del>
Jan 26	8:42am	Sent	McCOY	1:21	4	OK
<del>Jan 26</del>	<del>8:43am</del>	<del>Sent</del>	<del>NELSON</del>	<del>1:41</del>	<del>4</del>	<del>OK</del>
Jan 26	8:45am	Sent	RICE	1:21	4	OK

---

Result:

OK - black and white fax